



TOWN OF NEEDHAM
NORFOLK COUNTY MASSACHUSETTS

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Assistant Director of Human Resources

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Flexible Spending Accounts

NEW: 6-month Plan Year

Effective January 1, 2018 through June 30, 2018

Enrollment open November 20, 2017 through December 15, 2017 (by Noon)

Maximum Election Amounts for 6-month Plan Year:

Medical Care FSA: \$1,325
Dependent Care FSA: \$2,500
Roll-over amount: \$500

We are excited to announce the open enrollment period for new or continuing Flexible Spending Accounts (FSA) for the upcoming **6-month plan year** beginning January 1, 2018 and ending June 30, 2018. These plans allow you to pay for out-of-pocket health and dependent care expenses with pre-tax dollars. The Town will continue to work with Benefit Strategies, LLC again for the administration of FSA plans. **Re-enrollment is not automatic, and is required each year** you elect to open a flexible spending account regardless of prior enrollment. Only benefit-eligible employees may apply.

IMPORTANT: The upcoming FSA plan year has been shortened to 6 months, and will run from January 1, 2018 through June 30, 2018.

In an effort to help employees consider the various Town-sponsored health care offerings all at once, the Town is aligning the plan years for Flexible Spending Accounts with Health Insurance plans. To do so, the Town will offer a 6-month FSA plan year beginning January 1, 2018 and ending June 30, 2018. Following this abbreviated plan year, subsequent FSA plan years will return to 12-months in length but will run on a fiscal year basis, aligned with health insurance plans. The next open enrollment period for Flexible Spending Accounts will take place at the same time as open enrollment for employee health plans, in the Spring of 2018.

New to Town Employees: This year **you MUST enroll online**; we will not accept paper enrollment forms. Please see the back of this sheet for online enrollment instructions. If you cannot access the Benefit Strategies online portal at your work station or at home, please be advised of the following options for internet access:

Needham Free Public Library
1139 Highland Avenue, Needham, MA
Monday through Thursday: 9 a.m. - 9 p.m.
Friday: 9 a.m. - 5:30 p.m.
Saturdays: 9 a.m. - 5 p.m.
Sundays: 1 p.m. - 7 p.m.

Human Resources Department
Town Hall, 1471 Highland Ave, Needham, MA
Tuesday through Thursday: 1:00-4:30pm

A listing of eligible expenses along with other plan materials, explanations, and documents in both English and Spanish can be found on the HR Department website at www.needhamma.gov/hr.

For questions on plan benefits
contact Benefit Strategies:

- Benefit Strategies Customer Relations Team:
1-888-401-FLEX (3539) or info@benstrat.com

For questions on enrollment and payroll deductions
contact Human Resources:

- School Employees: Mary Santiago @ Ctrx 400 x230
- Town Employees: Chuck Murphy-Romboletti @ Ctrx 333 x295

How to enroll online

Step-by-step instructions can also be found on the town website or in print in your HR office

1. Go to: www.benstrat.com
2. At the top-right of the webpage, click the “FSA Secure Account Login” link, then choose Employee/Participant Login
3. Existing users should use their existing username and new users may create a new account by selecting the “Create your new username and password” link
4. Once logged in, begin online enrollment by clicking the “Enroll Now” button (will appear only during open enrollment dates)
5. Complete the remaining prompts including entering your applicable information and selecting your total election amount **for the 6-month plan year.**
6. Print or save a copy of the Enrollment Confirmation page
7. In your first payroll after January 1, 2018, verify that your FSA deduction looks correct and contact your Human Resources Department if it is not correct, or if you have questions.

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